



DEPARTMENT OF JUSTICE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF JUSTICE	RELEASE DATE:	Monday, August 31, 2015
POSITION TITLE:	Bureau Chief, Bureau of Medi-Cal Fraud and Elder Abuse	FINAL FILING DATE:	Monday, September 14, 2015
CEA LEVEL:	CEA C	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$10,743.00 - \$12,445.00 / Month	BULLETIN ID:	08072015_2

POSITION DESCRIPTION

Under the direction of the Chief Assistant Attorney General, Division of Criminal Law, the Bureau Chief, Bureau of Medi-Cal Fraud and Elder Abuse, plans, organizes and directs through subordinate managers, the statewide activities of attorneys, special agents and auditors, involved in investigating and prosecuting criminal activities and false claims related to Medi-Cal Fraud and Elder Abuse in California; administers the Bureau's multimillion dollar budget; and develops and coordinates policy on the state and national levels regarding the administration of Medicaid. The Bureau Chief represents the Attorney General before the courts, the Legislature, the Governor's Office, other state and federal governmental agencies, news media, and the public.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more

consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

1. Experience in planning, organizing, and directing a large statewide program comprised of attorneys, paralegals, special agents, and investigative auditors involved in conducting criminal investigations and prosecutions of Medi-Cal Fraud and Elder Abuse activities.
2. Experience establishing policies, procedures and guidelines for a large program, including allocation and use of resources, setting program priorities and establishing long-range goals and objectives.
3. Expert knowledge of the overall mission and goals of the Department of Justice and their impact on the Division of Criminal Law and the Bureau of Medi-Cal Fraud and Elder Abuse.
4. Experience testifying before the Legislature.
5. Demonstrated experience in managing the preparation of a large budget.
6. Experience in investigating complex fraud and elder abuse matters and/or conducting civil or criminal litigation involving complex fraud and elder abuse matters.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Bureau Chief, Bureau of Medi-Cal Fraud and Elder Abuse**, with the **DEPARTMENT OF JUSTICE**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination will consist of the Standard State Application (STD 678) and "Statement of Qualifications" screening process and possible interviews. A departmental evaluation committee will screen applications and "Statement of Qualifications" based on the identified Minimum Qualifications, the "Desirable Qualifications" for the position, and the competitive nature of each candidate's relative knowledge, skills and experience. Interviews may not be held if they are found unnecessary to make a selection. If interviews are held, only the most qualified candidates will be scheduled for an interview. The "Statement of Qualifications" may be the only basis for your final score and rank on the eligible list.

FILING INSTRUCTIONS**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length, one inch margins and 12 pt. Times New Roman font.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF JUSTICE, Testing & Selection Unit
P.O. Box 944255, Sacramento, CA 94244-2550
Shayna Rivera | (916) 323-5547 | Shayna.Rivera@doj.ca.gov

ADDITIONAL INFORMATION

Questions regarding this examination should be directed to Danielle Newman at (916) 322-1133.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF JUSTICE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)